



DUTY STATEMENT

Classification: Associate Governmental Program Analyst		Position Number: 162-5393-714
Division/Office/Section: AFITS/ FSB/ Budgets and Economic Research		
Location: Sacramento	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name:		
Collective Bargaining Identifier (CBID): R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under direction of Staff Services Manager I, the Associate Governmental Program Analyst performs the more responsible, varied, complex, technical, and analytical staff services assignments such as preparing various budgetary schedules and assignments in support and preparation of the Governor's Budget. Prepares Budget Change Proposals (BCP), budget revisions, and all corresponding fiscal spreadsheets and templates. Is responsible for the review and monitoring of multi-funded programmatic budgets. Prepares and monitors annual budget and expenditure plans. Reviews and tracks out-of-state travel requests and expenditures. Meets regularly with Program managers/ liaisons to review FI\$Cal generated reports. Conducts various levels of researched-based analysis and provides recommendations to upper management and executives.

ESSENTIAL FUNCTIONS

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| 25% | Works independently to prepare and maintain CalRecycle's multi-funded programmatic budget. This includes, but is not limited to, preparing the annual budget plan, reviewing/ monitoring expenditures, transfers of budget allotments, and preparing reports. Reviews/ monitors monthly FI\$Cal reports. Provides and reviews, with Division staff and Executive staff, monthly budget reports. Prepares expenditure projections and other management reports. |
| 25% | Prepares and/ or analyzes various budgetary data in preparation of the Governor's Budget. This includes, but is not limited to, reviewing/ analyzing BCPs; preparing fiscal detail sheets and upload templates; preparing salaries & wages reconciliation, employee compensation drills, budget revisions, and revenue/ expenditure projections. |
| 25% | Reviews and approves various fiscal requests including but not limited to Requests for Approval, Contracts, Grants, Personnel action, Purchase Orders, Out-of-State Travel packets, etc. Ensures that the funding is available to carry out these requests; that coding information matches programmatic allocations; that the internal control processes are met; that proper documentation supports requests; and that packets are thorough for upper management and executive review/ approval. |
| 15% | Analyzes legislation to determine fiscal impact on CalRecycle's budget and provides recommendations. Prepares/ monitors extended producer responsibility billings. Conducts fund/ appropriations reconciliations. |
| 5% | Enroll/ participate in training where necessary (by FI\$Cal, DOF, and/ or LinkedIn Learning) to broaden knowledge and remain current with changes/ updates. Prepare and provide training to peers or others within the Department. |

MARGINAL FUNCTIONS

5%

Works directly with the CalRecycle's Executive staff, Division staff, Agency staff and management of various control agencies such as State Controller, Department of Finance, and Legislative Analyst Office to provide expertise on miscellaneous budget matters. Confers with Control Agencies on budget issues. Other projects when necessary.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:



State of California
Department of Resources Recycling & Recovery (CalRecycle)
CalRecycle 109A (Rev. 7/14)

DUTY STATEMENT

Classification: Staff Services Analyst

Position Number: 162-5157-714

Division/Office/Section: AFITS/ FSB/ Budgets and Economic Research

Location: Sacramento

Effective Date:

Employee's Name:

Supervision Exercised: ☐ Yes ☒ No

Supervisor's Name:

Collective Bargaining Identifier (CBID): R01

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under direction of Staff Services Manager I, the Staff Services Analyst performs work of average difficulty in a variety of consultative and analytical staff services assignments such as preparing various budgetary schedules and assignments in support and preparation of the Governor's Budget. Prepares Budget Change Proposals (BCP), budget revisions, and all corresponding fiscal spreadsheets and templates. Is responsible for the review and monitoring of multi-funded programmatic budgets. Prepares and monitors annual budget and expenditure plans. Reviews and tracks out-of-state travel requests and expenditures. Meets regularly with Program managers/ liaisons to review FI\$Cal generated reports. Conducts various levels of researched-based analysis and provides recommendations to upper management and executives.

ESSENTIAL FUNCTIONS

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| 30% | Assist in the preparation and maintenance of CalRecycle's multi-funded programmatic budget. This includes, but is not limited to, preparing the annual budget plan, reviewing/ monitoring expenditures, transfers of budget allotments, and preparing reports. Reviews/ monitors monthly FI\$Cal reports. Provides and reviews, with Division staff and Executive staff, monthly budget reports. Prepares expenditure projections and other management reports. |
| 30% | Reviews and approves various fiscal requests including but not limited to Requests for Approval, Contracts, Grants, Personnel action, Purchase Orders, Out-of-State Travel packets, etc. Ensures that the funding is available to carry out these requests; that coding information matches programmatic allocations; that the internal control processes are met; that proper documentation supports requests; and that packets are thorough for upper management and executive review/ approval. |
| 20% | Assist in the analysis of legislation to determine fiscal impact on CalRecycle's budget and provides recommendations. Prepares/ monitors extended producer responsibility billings. Conducts fund/ appropriations reconciliations. |
| 10% | Assist in the preparation and/ or analysis of various budgetary data in preparation of the Governor's Budget. This includes but is not limited to reviewing/ analyzing Budget Change Proposals (BCPs); preparing fiscal detail sheets and upload templates; preparing salaries & wages reconciliation, employee compensation drills, budget revisions, and revenue/ expenditure projections. |

5% Enroll/ participate in training where necessary (by FI\$Cal, DOF, and/ or LinkedIn Learning) to broaden knowledge and remain current with changes/ updates. Prepare and provide training to peers or others within the Department.

MARGINAL FUNCTIONS

5% Works with the CalRecycle's Executive staff and Division staff to provide data on miscellaneous budget matters. Other projects when necessary.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation: Employee Signature:	Date:
I certify that the above accurately represent the duties of the position: Supervisor Signature:	Date:
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved: